LEARNING MANAGEMENT SYSTEM USER GUIDE: SETTING UP YOUR SUBJECT

This guide contains the basic steps needed to edit a new subject and make it available to students. Detailed information is available in the LMS Essential Elements guide.

Before you start

If you log into the LMS and your subject is not there you should talk to your LMS representative: http://www.lms.unimelb.edu.au/start/nominations/reps.html

Customise the appearance of your subject

You can customise the appearance of your subject menu, subject entry point, and banner in one location.

1. Open your subject in the LMS.
2. From the *Control Panel*, select *Customisation*, **Teaching Style**.
3. Select options as desired (examples follow).
4. Click **Submit**.

Subject Entry Point

Any subject menu item may be set as the first page students see when they access the subject.

- Select the page from drop down list.

Notes: It is recommended that the Subject Entry Point not be set to an external web page as this may reduce access to the subject menu.
If you want the entry page to be a content page, it must contain content before it can be selected.

Subject Theme

- A selection of system colour schemes with background images is available to choose from.
- Scroll through and click the desired scheme to select.

Alternatively, a theme may also be applied using the button available on the top right of the LMS screen. There is no preview of the theme if using this button.

Note: Themes are available for subjects only; communities do not have this option.
Only pre-set themes are available as you are not yet able to create your own theme.

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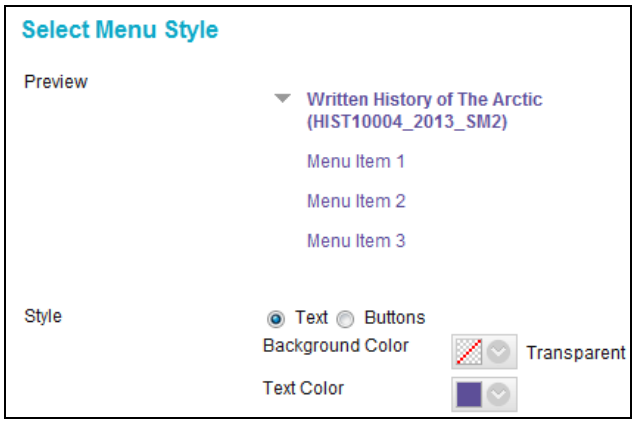
Subject Menu Style

- Select **Text** or **Buttons** to see examples and options for changing the appearance of the subject menu.

It is recommended that if you want to customise the menu style that you experiment and seek the opinion of colleagues (preferably those using a different computer type for comparison) before deciding on a colour. Please remember that some people may find particular colour combinations difficult to read or distracting.

Note: If you select a theme after selecting a text/button style, the text/button style will revert to that selected by the theme.

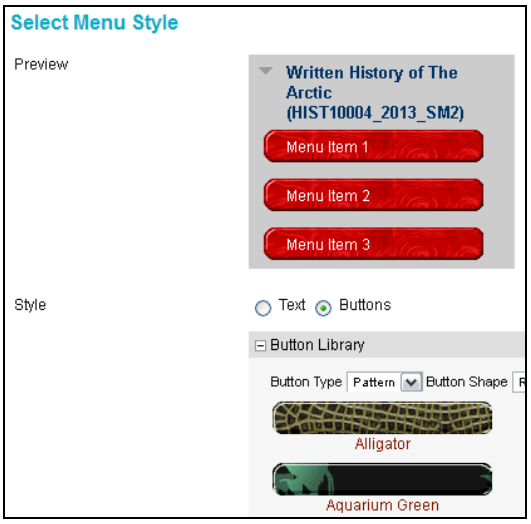
Text



Use the down arrows to select background and text colours.

Keeping a transparent background colour will ensure the default colour in the theme (usually grey) will be visible behind the menu text.

Buttons



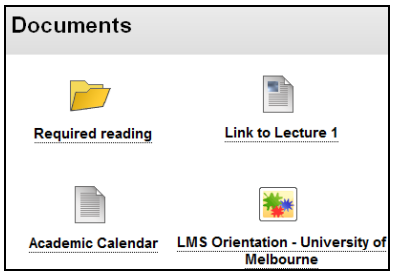
Click the **+** next to **Button Library** to display button type, shape and colour options

Note: Dividers (horizontal lines) in the subject menu do not display well if buttons is selected.

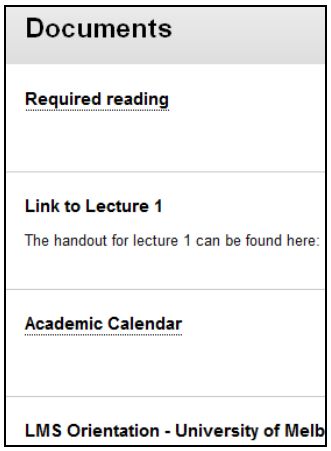
Default Content View

Select your preferred default view for **all** content pages:
Note: See the following section if you want to change the view of a particular page only.

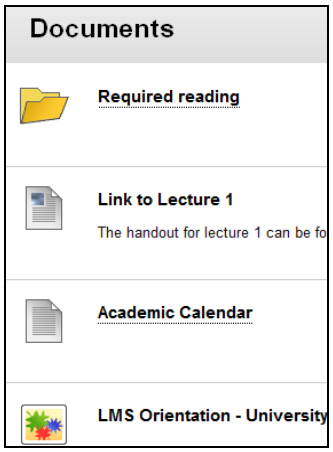
Icon Only



Text Only


Documents
Required reading
Link to Lecture 1
The handout for lecture 1 can be found here:
Academic Calendar
LMS Orientation - University of Melb

Icon and Text



Click **Submit**.

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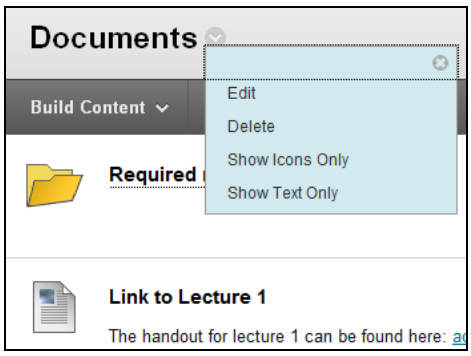
Change content view on a single page

Some pages work well in one view and not at all well in another. Even though you have a default view, this can be changed on a per-page basis as needed.

Note: Selecting the page view is a staff function; students are not able to change this.

1. Ensure *Edit Mode* is **ON**.
2. Open the page where you want to alter the default view.
3. Click the down arrow next to the page name for options.
   Note: The view currently in use will not be offered as an option.



4. Select your preferred view.

Select Banner

Browse My Computer to attach an image to be used as the banner.

The image will appear on the subject entry point page only. If you switch entry point page, the banner will automatically appear on the new page.

Recommendations

Format: JPG
Size: 80 pixels high x 800 pixels wide

If you don't have an appropriate image or graphics software to make a banner, try the Banner Creation tool: http://www.lms.unimelb.edu.au/teaching/design/banner/

If you have an image that you want to use for a banner you will have to create the banner yourself. If you don't have image editing software loaded on your own computer, there are many free ones on the internet, but an easy one to use is PicMonkey: http://www.picmonkey.com/

Note: Please only use images where you own the copyright or have permission to use the image for this purpose.

Build the Subject Menu

Add page

1. Ensure *Edit Mode* is **ON**.
2. Click the plus sign + in the top left of the subject menu.
3. Select your preferred *Create* option:
   Content Area* **–** space to create folders, add text, or link to files, web resources and tools.
   Blank Page* **–** space to add text (similar to making a single item, as opposed to a content area, where you can then add many items).
   Tool Link* **–** link to a single tool *e.g. Staff Information*, *Calendar* or *Announcements*.
   Web Link* **–** link to any item accessible on the web (URL required).
   Subject Link* **–** link to another area of the subject.
   ***Subheader* –** creates a sub-heading to help structure the menu. The subheader text

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appears in a different style to other menu items and is not clickable.
***Divider* –** create a horizontal line on the subject menu.
*These tools may also appear on the *My Home* tab and dedicated subject pages.

4. Enter a name and select options as required.
5. Click ***Submit***.

Change the order of the subject menu

1. Ensure *Edit Mode* is **ON**.
2. Put your cursor on the subject menu item you want re-order; up/down arrows will appear on the left of the subject menu item
3. Put your cursor on the up/down arrow and drag the item to a new position in the menu.
4. Release the mouse.

Alternate method

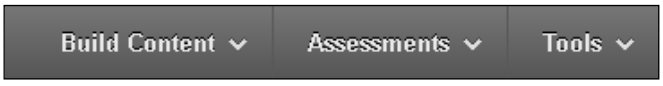
1. Click on the up/down arrow at the top right of the subject menu.
2. Click an item in the dialog box that appears.
3. Use the up/down arrows to reorder multiple items.
4. Click ***Submit***.

Delete page

1. Ensure *Edit Mode* is **ON**.
2. Put your cursor on the item you want to delete.
3. Click the downward arrow and select ***Delete***.
4. You will be asked to confirm the delete request.

Build a content page

1. Navigate to the page where you want to build content.
2. Ensure *Edit Mode* is **ON**.
3. Buttons appear in the action bar.



4. Put your cursor over any button to see options. A selection of commonly used options from *Build Content* are briefly described below. The *Assessment* and *Tools* options contain tools that are covered in other LMS guides: http://www.lms.unimelb.edu.au/teaching/guides/
5. Click any option to access.
6. Enter *Name*, *Text* and other options as desired.
7. Click **Submit**.

Item

Can contain formatted text, images, and links to web pages, files or other resources. This is the most commonly used option.

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Blank Page

Similar to Item (above), but only the title of the page is visible and you must click it to see the contents.

File

Display a single file as a clickable link within the subject or within a new browser window.

Web Link

Link to any web based resource. The URL of that resource must be known.

Content Folder

Create a subfolder level to the subject.

Mashup

Mashup allows you to have a YouTube video, Slideshare presentation or Flickr photo appear within your subject page.
Note: If linking to third party copyright materials, only reputable sources should be used. Check the profile of the person who uploaded the item if unsure. More information: http://www.unimelb.edu.au/copyright/

Staff Information

The staff information tool most commonly appears on the subject menu as this also makes it available to students. It is also appears within a Tools page.

Adding staff profiles for lecturers and tutors directly addresses one of the LMS framework requirements of providing students with names and contact details of teaching staff.

1. Navigate to your **Staff Information** page in the subject menu.
2. Ensure *Edit Mode* is **ON**.
3. Click **Create Contact**.
4. Enter the details of the staff member.
   Note: Email is a mandatory field.
5. Don't forget to choose *Make the Profile Available* **Yes** if you want student to be able to see it.
6. To attach a staff image, in **Options** click **Browse**, locate the file on your computer and then click **Open**.
   Note: Images should be 150 x 150 pixels, otherwise they will be resized to fit.
7. The **Personal Link** box allows a link to the staff member's web page.
8. Click **Submit**.

If there is a large number of staff in the subject you can use the **Create Folder** button at top of the screen and create folders for them e.g. Lecturers, Tutors, and Guest Speakers.

Note: Adding staff information will not give that staff member access to the subject. To add staff to your subject see: http://lms.unimelb.edu.au/user_guides/staffmanagement_guide.pdf

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Make your subject available

For students to be able to access a subject in the LMS it must be made available.

1. In the *Control Panel*, from *Customisation*, select **Properties**.
2. Under **Set Availability** click *Make Subject Available* **Yes**.
3. Click **Submit**.

Coordinators, tutors and designers of the subject continue to have the ability to edit that subject, regardless of its availability to students.

Semester 1 and 2 subjects are automatically made available to students, generally 10 days before semester starts. An email is sent to teaching staff so that they are aware this has happened.

Summer school and other teaching period subjects (e.g. TRM1, JUN, YRL) must be made available manually using the process described above.

Communities will always need to be made available manually.

Subject coordinators may choose to make a subject available at any time and may override an available/unavailable status set by the system as needed.

Remember: a subject may be edited while it is available to students.

Report any errors or omissions in this user guide to:

lms-guides@lists.unimelb.edu.au

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